What Makes a Great Presentation?

1. Being sincere and real.
2. Knowing your topic.
3. Knowing what you want to achieve–knowing your purpose.
4. Analyzing and adapting to your audience–respecting your audience.
5. Knowing and adhering to your time limit.
6. Researching your topic and using timely information.
7. Keeping it simple (less is more).
8. Choosing an organizational pattern that will maximize the impact of your presentation.
9. Keeping media simple and to the point.
10. Planning the presentation with the speaking environment in mind.
11. Practice, practice, practice.
12. Being professional and exuding confidence.
13. Being energetic and lively.
14. Being ready to adapt.

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Source: https://www.industrydocuments.ucsf.edu/docs/lzbl0001

Structuring Your Presentation With the "Tell 'Ems"

#1 Tell 'Em What You're Goin' to Tell 'Em

(10%–20% of total time of presentation)

#2 Tell 'Em

(60%–70% of total time of presentation)

#3 Tell 'Em That You Told 'Em

(10%–20% of total time of presentation)

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Source: https://www.industrydocuments.ucsf.edu/docs/lzbl0001